



## **NYS Cancer Consortium Operational Guidelines**

### **Proposed revisions**

#### **Mission**

The mission of New York State Cancer Consortium (NYSCC) is to reduce the human and economic burden of cancer in New York State.

#### **Vision**

People concerned about cancer will work collaboratively to implement the New York State Comprehensive Cancer Control Plan, while respecting and embracing the cultural, demographic and geographic diversity within New York State.

#### **Overview**

The NYSCC was formed in 2005 and charged with developing and implementing the New York's Comprehensive Cancer Control Plan (Plan). The New York State Department of Health is one of 67 state, tribe and territorial programs participating in the National Comprehensive Cancer Control Program, funded by the Centers for Disease Control and Prevention (CDC). The NYSCC strives to bring together representatives from the public and private sectors engaged in research; surveillance; prevention; early detection; education; diagnosis and treatment; management; support; rehabilitation and palliative care to address problems relating to cancer in New York State (NYS). The Comprehensive Cancer Control Program staff, funded through the cooperative agreement with the CDC, provides routine support to, collaborates and coordinates with the NYSCC and its committees.

The overarching goal of cancer prevention and control efforts in NYS is to reduce the overall burden of cancer. This can be achieved by:

- Decreasing the number of new cancer cases;
- Decreasing the number of cancers diagnosed at late stage;
- Improving the quality of life of those diagnosed with cancer and their families;
- and
- Decreasing the number of deaths caused by cancer.

#### **Priority Areas for Action in the Plan**

- Health Promotion & Cancer Prevention
- Early Detection
- Treatment
- Survivorship
- Palliative Care
- Health Care Workforce

#### **Membership**

1. Membership is open to individuals and organizations that support the goals of the New York State Comprehensive Cancer Control Plan.

2. All members will receive communications and updates on statewide and local cancer prevention and control activities.
3. All members will be given opportunities to participate in standing and/or working committees.

#### Member Expectations

1. Enhance awareness of the Plan and the Consortium.
  - a. Disseminate information to colleagues and forward communications as appropriate.
  - b. Provide information back to NYSCC steering committee and membership re: obstacles/impediments to implementation of the Plan.
2. Implement the Plan
  - a. Identify priority areas of action and provide updates on project status and successes.
  - b. Participate in collaborative opportunities with other Consortium members when occasions arise.
3. Promote local level involvement
  - a. Educate decision makers on the Plan.
  - b. Bring Plan topics to existing local coalitions.
  - c. Identify oneself as a local champion.

#### Applying for Membership

1. All members shall complete and sign a membership application and disclosure statement for any potential conflicts of interest.
2. Membership will be granted at the discretion of the Steering Committee.
3. Annually, members will be asked to reaffirm their member status.

#### **Consortium Committees**

1. Steering Committee
  - a. A group of NYSCC members (N=20-25) who represent a cross section of stakeholders working across the continuum of cancer and the regional diversity of New York State.
2. Standing Committees
  - a. A group of Consortium members who carry out specific short or long-term functions, such as evaluation, communication and membership.
3. Working Committees
  - a. A group of Consortium members working on developing strategies to implement at least one objective from the Cancer Plan. Examples of these committees include: clinical trials, tanning, and palliative care committees.

#### **Steering Committee**

1. The Steering Committee is responsible for providing strategic direction for the NYSCC, establishing the process and criteria for determining implementation priorities from the Cancer Plan, establishing all committees, and communicating statewide priorities and recommendations. The Steering Committee is

responsible for providing direction and for setting priorities for work that will be undertaken by the NYSCC standing committees, working committees or other teams as needed.

2. Steering committee members are ambassadors of the NYSCC and, when and where appropriate, communicate about and promote the NYS Comprehensive Cancer Control Plan.
3. In support of actions aimed at implementing Plan priorities, the Steering Committee works to identify necessary resources and convenes action-oriented committees.
4. The Steering Committee is responsible for establishing and guiding the process for updating the Cancer Plan as changing conditions warrant (e.g. advances in science, shifts in the burden of cancer in NYS, etc.).
5. The Steering Committee is responsible for reviewing and approving all committee (both standing and working) recommendations.
6. The Steering Committee is responsible for periodically reviewing and approving applications from organizations or individuals who seek to be NYSCC members.
7. The Steering Committee is responsible for periodically reviewing the membership rolls and removing inactive members.
8. The Steering Committee is responsible for periodically reviewing and amending the operational guidelines; at least every three years is recommended.

#### *Steering Committee Composition*

1. The Steering Committee will consist of between 20 and 25 persons.
2. The Steering Committee is the governing body of the NYSCC and is responsible for the ongoing development, implementation, and evaluation of the Cancer Plan. Co-Chairs will lead the Steering Committee.
3. The Steering Committee will be comprised of representatives of the general membership of the NYSCC. Diversity will be achieved through encouraging the election of broad-based representation from a variety of organization members (e.g., government, private, non-profit, advocacy, and research organizations) and individual members with expertise regarding various focus areas (e.g., populations served, geographic, social-economic, health disparities).
4. The New York State Department of Health (NYS DOH), by virtue of holding the cooperative agreement with the Centers for Disease Control and Prevention to fund Comprehensive Cancer Control, is a permanent member of the NYSCC with representation on the Steering Committee. The NYS DOH's official representative to the Steering Committee may not be a State Comprehensive Cancer Control Program staff member. State Comprehensive Cancer Control Program staff shall be non-voting attendees at meetings of the members, Steering Committee, and any other committees.

#### *Meetings of the Steering Committee*

1. The Steering Committee will meet at least six times each year, or more frequently, as determined by the Co-Chairs. Three of these meetings will be in person and three via conference call.

2. Persons elected to the Steering Committee are expected to be present at each Steering Committee meeting. Attendance at less than four of the meetings in a one-year period may be grounds for removal from the Steering Committee. In the event that a member of the Steering Committee is unable to attend a Steering Committee meeting, he/she may designate one individual to attend the meeting on his/her behalf. This designated individual is not a voting member of the Steering Committee.
3. Standing and working committees established by the Steering Committee will report out at Steering Committee meetings, as appropriate. Each committee requires a Steering Committee liaison as part of the committee to keep the Steering Committee informed.
4. Notice of meetings (date, time, and location) will be provided to the members of the Steering Committee at the beginning of each calendar year. Any meeting changes will be communicated to members at least 30 days prior to the meeting when possible. Agendas will be distributed prior to each meeting. Minutes will be recorded, filed, and distributed to members of the Steering Committee in a timely manner after each meeting.
5. A quorum of Steering Committee members must be present in person, or by a means which allows all individuals to hear one another and participate in the meeting, in order to take official action on agenda items. A quorum shall be comprised of at least 50% of Steering Committee members excluding designees who may be attending on behalf of a Steering Committee member. A majority of the quorum must vote in the affirmative for an action to pass.
6. If the Steering Committee chooses to take action without a meeting, such action may be taken in writing - including by use of electronic means of communication – if at least 70% of all Steering Committee members affirm the action in writing.

#### *Steering Committee Member Terms*

1. Members of the Steering Committee will serve a three-year term.
2. Two consecutive terms are recommended, but not mandated.
3. All terms for Steering Committee members begin on January 1.
4. Additional three-year terms may be considered and voted on by the Steering Committee if a member requests to be considered for such.

#### *Steering Committee Co-Chairs*

1. The Co-Chairs will be appointed by the current Steering Committee using a consensus model.
2. The membership committee will solicit recommendations for these positions.
3. Chairs must be current members of the Steering Committee and have served on the Steering Committee for at least one full year.
4. The office term is two years, to be served concurrently with their Steering Committee membership. Following that year, they can reenter the Steering Committee as a voting member, if voted upon by the Steering Committee.
5. A vacancy occurring in one of the Co-Chair positions will be filled by a vote of the Steering Committee. The newly elected Co-Chair will serve the remainder of the vacant term.

### *Co-Chairs Responsibilities*

- Set steering committee meeting agendas.
- Attend and lead Steering Committee meetings and scheduled conference calls.
- Take a lead role in planning for statewide and/or regional meetings.
- Prepare &/or inform materials needed to effectively plan, implement, & lead the NYSCC.
- Ensure that steering and other committee members are familiar with their roles and responsibilities.
- Facilitate identification of in-kind and/or value added contributions/support from Consortium membership to implement Plan interventions.

### **Standing Committees**

1. Standing committees are permanent committees that support the infrastructure and progress of the NYSCC.
2. Each standing committee shall include at least a representative from the Steering Committee (designee/alternate), a member of the CCCP program staff and other interested persons representing either organizational or individual membership of the NYSCC.
3. Each Standing Committee shall work to ensure that members represent the diversity of the State and that the Committee's activities reflect a commitment to supporting the NYSCC mission and vision.

### *Communications Committee*

- The Communications Committee provides statewide oversight of communications, promotional materials, press releases, etc. related to the NYSCC.
- Develops policy/procedures for statewide communications pertinent to the NYSCC.
- Updates content and format of the NYSCC website to ensure usability for members and other interested parties.
- Creates opportunities for membership involvement by sharing best practices, successes and events with the NYSCC community.
- Resource to other committees as needed.
- The Communications Committee will meet on a monthly to bi-monthly basis to evaluate and develop communications efforts.

### *Evaluation Committee*

- The Evaluation Committee provides technical assistance to Consortium committees on matters related to evaluation including but not limited to basic evaluation knowledge, action plan development and evaluation of implementation activities. The Committee also develops process measures to track implementation of action-oriented committee work plans.
- The Evaluation Committee reviews data and evaluation-related materials developed by Consortium committees (e.g., data requests, survey instruments, data reports) as requested by the Steering Committee

- The Evaluation Committee identifies and tracks measures of effectiveness related to the overall partnership.
- The Evaluation Committee monitors and reviews data from population-based data sources that measure statewide progress toward achieving the Plan goals.
- The Evaluation Committee disseminates information on progress towards meeting Plan objectives to the Steering Committee and membership at large.
- The Evaluation Committee is led by a chair and consists of a liaison to the Steering Committee, a staff person from the Department of Health's Cancer Registry and other interested members.
- The Evaluation Committee meets four-six times per year. Additional meetings may be scheduled on an as needed basis.

#### *Membership Committee*

- The Membership Committee recruits for the NYSCC membership by identifying gaps in NYSCC membership annually and targeting specified organizations or populations to fill these gaps. In conjunction with the Communications Committee, the Membership Committee develops specified recruitment packages focusing on Plan Priority areas.
- The Membership Committee develops processes for membership orientation and retention.
- Reviews membership applications and disclosure statements and makes recommendations to the Steering Committee for approval.
- The Membership Committee will meet on a bi-monthly basis to evaluate membership needs and review member applications.

#### *Nominating Committee*

- The Nominating Committee will solicit recommendations and self-nominations annually for openings on the Steering Committee. The Nominating Committee will review and develop nominations with the intention of maintaining broad-based diversity of participating organizations and individuals on the Steering Committee. The Nominating Committee will evaluate nominations and develop and report to the Steering Committee a slate of recommended candidates. The Steering Committee will vote on the slate of new Steering Committee members recommended by the Nominating Committee.
- The Nominating Committee will be constituted each calendar year in the late Summer or early Fall to assure that recommendations can be made to the Steering Committee by the final meeting of the calendar year.
- The Nominating Committee will be led by the Membership Committee Chair and members of the current Steering Committee.
- Meetings of the Nominating Committee will be held at frequency determined by the Chair as deemed necessary to develop nominees for Steering Committee elections.

### **Working Committees**

1. The Steering Committee shall establish such committees, work groups or other teams as it deems necessary to accomplish the mission and purposes of the NYSCC.
2. Working committees are not permanent committees and will be altered according to the focus of the NYSCC determined by the Steering Committee.
3. Each working committee shall include a member of the CCCP program staff and at least other interested members representing either organizational or individual membership of the NYSCC.
4. Any recommendations, reports and/or products developed by such committees will be submitted to the Steering Committee through the committee liaison for approval prior to dissemination and/or action.

### **Amendments to the Operational Guidelines**

1. These guidelines may be amended by the Steering Committee with the approval of at least 70% of all Steering Committee members.
2. The Steering Committee must review these guidelines at least every three years of the initial approval of these guidelines to determine whether any substantial changes are needed to more fully engage NYSCC members in the operation of the NYSCC and implementation of the Cancer Plan.

### **Role of Comprehensive Cancer Control Program Staff**

1. The Comprehensive Cancer Control Program staff will have the following responsibilities within the NYSCC:
  - Committee meetings – attend Steering Committee and other committee meetings as appropriate.
  - Operational support – Provide administrative support necessary to facilitate the effective operation of the NYSCC. These responsibilities include, but are not limited to, working with the Co-Chairs and other committee chairs to prepare meeting agendas and meeting minutes; facilitate internal communication; develop action plans to address priorities; coordinate implementation activities; and monitor and track the NYSCC's overall comprehensive cancer control activities.
  - Technical support – Provide and/or facilitate the provision of technical support for assessment, planning, implementation, and evaluation. Facilitate updating plan data, content, goals, objectives, and strategies as necessary.